

Academic, Sporting, Cultural and Community Achievement

Mount Gravatt High School Year 7 Handbook

2024



Message from the Principal ... Welcome to Mount Gravatt High

Welcome to Mount Gravatt High. You are coming into a fine school with a great reputation. Being a part of the Mount Gravatt High community is special because you will have many opportunities to be at your best in a friendly and safe school. You will find the move to high school and your next years in Junior Secondary are not difficult because our school is welcoming and inclusive of everyone. Respect is given and received.

Your parents or carers will be a little anxious in the first days. You will have to assure them that you are well settled and you can do this by being organised and talk about the positive things you did in the day.

Our school's Junior Secondary program makes the learning, participation and celebrating the successes of all students a priority. This will make your school life interesting and enjoyable. You will be encouraged to 'have a go', and expected to be a responsible and respectful member of our school community. You will meet new people and make new friends from a wide range of cultures and backgrounds. Because there will be another 220 students sharing this experience with you, it makes this an exciting time. Mount Gravatt High is one of those schools where students actually 'love their school'.

Every student is important at Mount Gravatt High. You will find that teachers will do their best for you and this includes high expectations to try your hardest and conduct yourself to the highest standard.

This is now your school! Be cooperative with your teachers and classmates, be aware of school expectations, be regular in high attendance, be students of whom we can all be proud. Work hard and achieve to your capacity.

I look forward to celebrating your successes with you throughout the year.



Francine Potts

*Francine Potts
A/Principal*

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WELCOME TO PARENTS

Whether you previously have had children at MGH or you're new to the school this year, remember you are ALWAYS welcome.

Parent interest and engagement in their child's learning and school experience has a positive effect on achievement, social and emotional wellbeing and outcomes.

MGH is an exceptional school. As Principal I am committed to ensuring our school is a safe and happy place for your child. Our school has an exceptional learning climate and environment maintained through consistency of high standards and expectations and your child will receive a great education comparing favourably with other state and like schools.

I ask and encourage you to be as equally as committed to supporting me, the associate leaders and staff of our school in our core business of teaching and learning, student management and school operations.

Here are some suggestions of "little things" that have positive effect for your child's school experience:

1. Visit the School

The school conducts many functions throughout the year e.g. sports days, parent-teacher night, Presentation Night, Musical Evenings, Grandparents Morning and weekly assemblies. You are very welcome to attend any of these functions. If you wish to discuss the welfare of your child more personally, just contact myself or the Junior Secondary Team and we will arrange a suitable time. Entry to the school MUST be through the administration. This is a security precaution and requirement to keep students safe by allowing only authorised entry to our school.

2. Speak positively about the school, the staff and leadership team

Our school operates with a keen sense of model conduct and respect is a core value to school rules and procedures. Children model parent behaviours. Polite and courteous still allows for advocacy and allows issues that may arise to be resolved in a respectful manner.

3. Talk to teachers and communicate to build a good relationship

Our teachers are teachers by choice of vocation. By communicating with and sharing they are better armed to teach your child. Teachers are motivated and 'live' for the teachable moment and seeing students' progress and achieve. Inside information is 'gold' to a teacher and you can better build a learning partnership for your child by being positive and in tune.

4. Be aware of your child's attitudes

Ask your son/daughter about school, their friends and their activities. Take an interest in what they are doing and try to encourage positive attitudes and correct negative attitudes.

5. Encourage your child as he/she attempts homework tasks

All high school students are expected to do some homework. If children repeatedly claim they have no homework, contact the school and verify this claim.

6. Keep your child safe in the school grounds

If you drive your child to school, please deliver and collect them outside of the school grounds. For the safety of our students, **CARS SHOULD NOT ENTER THE SCHOOL GATES.**

7. Check his/her school bag occasionally and regularly

When was the last time you had a look in your child's bag? Has their lunch been eaten? Do they care for books and school materials? Is the inside of the bag neat and tidy, or is there accumulated rubbish in it? Is there anything in the bag which should not be there? Is the bag hygienic and reasonably clean?

8. Ensure that your child wears the correct uniform

Students are expected to be sun safe, neat and well groomed. Schools where students wear uniform correctly and with pride are better disciplined and safer places to be. Wearing the uniform well and with pride translates to a sense of belonging. Wearing a school uniform well promotes self-discipline and this translates to a safer place. Students are expected to be in correct uniform to and from school as well as at school. Full details concerning uniform are outlined in the Prospectus which is issued to all new students. We continue to apply the No Hat No Play policy adopted in primary school. Please pay attention to details such as haircuts/styles, the wearing of obvious and detectable make up, nail polish, jewellery, the correct shoes. We do not 'cut corners' and support students to pay attention to the details of their presentation. Students 'walk taller', bond better as a team and perform better where high standards are the norm.

9. Ensure that your child has the correct books, equipment for lessons and a fully charged laptop

Parents at MGH as a rule value their child's education and join the school's Student Resource Scheme. Books and stationery need to be maintained. As these are costs to parents, make sure that all these possessions are marked clearly with name, year level and form group. It is a good idea to keep a copy of your child's timetable at home.

10. Communication - Join QSchools, keep contact details current and read the Newsletter

QSchools is a great means of keeping informed. By joining you can receive messages about school events, emergent circumstances, school news, updates on daily events and even updates if excursions are delayed in returning to school.

We use SMS and email messaging regularly to advise of student absence where no advice was received and to tailor information to individual parents of individual students, class/subject groups or year levels.

A monthly newsletter subscription is a **MUST**. Contact our office to ensure you are registered. Do not hesitate to contact us if the need arises.

11. Healthy schools

Health and wellbeing of this generation is a major concern with higher instances of obesity and consequent disease in life as a result of unhealthy lifestyles including poor food choices. Schools have a responsibility to provide healthy choices. We have an excellent canteen that follows the Healthy Schools policy. Special calendar events are celebrated and students have fun days, sausage sizzles etc. on special events. Takeaway food brought into the school is **NOT** allowed.



Francine Potts
A/Principal

PEOPLE I SHOULD KNOW

WHO?	WHY?	WHERE?
Ms Potts	A/Principal	Administration Block
Ms Roberts	Deputy Principal - Years 11/12	Administration Block
Mr Jones	Deputy Principal – Years 9/10	Administration Block
Ms Lewis	A/Deputy Principal – Years 7/8	Administration Block
Ms March	Head of Department - Junior Secondary	C Central Staff Room
Ms Wheeler	Dean of Students – Year 7	H Block Staff Room
Mr Wilson	Guidance Officer	Administration Block
Ms Glassington	Guidance Officer	Administration Block
Ms Varitpatis	Guidance Officer	Administration Block
Ms Dunkley	Youth Health Nurse	Administration Block
Ms Carson	Community Education Counsellor	Administration Block
Naruno Matsui	School Captain	
Rajveer Panesar	School Captain	
Daisy Manahan	Vice-Captain (Academic)	
Mason Prange	Vice-Captain (Community)	
Jordan Carmelo	Vice-Captain (Cultural)	
Alastair Bell	Vice-Captain (Sport)	

THE JUNIOR SECONDARY TEAM



Ms Lewis
A/Deputy Principal



Ms March
Head of Department - Junior Secondary



Ms Wheeler
Dean of Students – Year 7

Dean of Students

It is of great importance at Mount Gravatt High that we provide you with a challenging, interactive and engaging learning environment.

Your Year 7 Dean, Ms Wheeler, encourages your active participation in our school community and for you to achieve the very best for yourself across all four pillars of our school – academic, sport, cultural, community. They will monitor your performance and promote high expectations. It is very important that you meet your obligations in attendance, behaviour and effort.

Guidance

The school provides three Guidance Officers - Mr Wilson, Ms Glassington and Ms Varipatis. Guidance Officers are specialists in personal and careers counselling. You can talk to your Guidance Officers about things like:

- Jobs & career pathways
- Entrance to university or TAFE
- Choosing subjects
- Friends & relationships
- Teasing & bullying
- Schoolwork & stress management
- Grief, loss, anger, anxiety & depression
- Drugs & alcohol
- Sleeping or eating problems
- Family hassles.

Guidance Officer counselling is confidential, which means that we don't tell anyone else. The only exceptions to this are:

- If you ask us to tell someone else for you, or get someone else to help
- If someone is in danger.

Our Guidance Officers are based in the upper Administration Building. Mr Wilson is available Monday, Thursday and Friday, Ms Varipatis is available Tuesday and Wednesday and Ms Glassington is available Monday to Friday. Officers work closely with staff, parents and various support services to assist students with personal, academic and career counselling. This includes a broad range of adolescent issues, transition to high school, subject selection and career development.

You can make an appointment to see a Guidance Officer, however they have an "open door" policy during morning tea and lunch for general enquiries. Appointments can be made, from a home computer or phone on the on-line, via the appointment booking system:

Appointments for Mr Wilson use the link:
<https://calendly.com/dwils64>

Appointments for Ms Glassington use the link:
<https://calendly.com/dglas17>

On the Mount Gravatt High website there is also a Student Wellbeing Referral form that can be completed on line and mailto: GuidanceOfficers@mtgravattshs.eq.edu.au

<https://mtgravattshs.eq.edu.au/support-and-resources/guidance-officer>

School Based Youth Health Nurse

You learn best and are able to manage your life if you are healthy - physically and emotionally. You can make individual appointments with our Youth Health Nurse, Helen Dunkley, on Thursdays and Fridays from 8.00am – 3.00pm to talk about anything that affects your health and wellbeing. This covers a broad range of issues such as:

- Healthy eating and physical activity
- Relationships
- Feeling unhappy or stressed
- Personal and family problems
- Smoking, alcohol and other drugs
- Sexual health
- Growth and development
- Healthy skin.

Call by her office in the upper Administration Building to make an appointment.

Social Worker - Student Wellbeing

Janie Gibbons plays a key role in the Student Support Team, working with students and their families to support students' educational, developmental, social and emotional needs. Through individual counselling, group work and referral to other services, Ms Janie supports students to navigate life's challenges, improve their wellbeing and to do their best at school and in life. Her dedication to creating a safe, welcoming and inclusive environment, ensures that every student has the opportunity to flourish during their time at our school and make a significant difference in the lives of our students.

Community Education Counsellor

Barbara Carson is of Indigenous descent and a member of the **Butchulla Tribe** from Fraser Island and **Arunta Tribe** from Northern Territory. Barbara will assist in:

- Facilitating My Future My Pathways, Deadly Choices programs for the Indigenous students.
- Connecting students with the Elders of the community
- Notifying students about diverse learning opportunities outside of school
- Connecting students with relevant people for future education opportunities
- Helping organise NAIDOC week
- Contributing to Closing the Gap and the QATSIF program.

YEAR 7 CURRICULUM OFFERINGS

Australian Curriculum Area	70 Minute Lessons / week
English	3 lessons
Mathematics	3 lessons
Science	3 lessons
HASS - Humanities & Social Sciences	3 lessons
Health & Physical Education	3 lessons for one semester
LOTE - Japanese	3 lessons for one semester
Technologies - Design	3 lessons (for one term)
Technologies - Digital	3 lessons (for one term)
The Arts - Performing	3 lessons (for one term)
The Arts - Visual	3 lessons (for one term)
Sport	1 lesson
Seek Worthy Things – Social Emotional Learning	1 lesson

These subjects and time allocations are aligned with the Australian Curriculum.

The Junior Secondary Curriculum at Mount Gravatt High School also focuses strongly on the development of literacy, numeracy and thinking skills across all of these subjects.

COMMUNITY

Here at Mount Gravatt High, we encourage you to be actively involved across all four pillars of school life:

- ❖ **Academic**
- ❖ **Sporting**
- ❖ **Cultural**
- ❖ **Community.**

As a community service to the school, Year 7 students set up the hall Monday mornings for the whole school assembly. Year 7 classes are rostered on to complete this task. You are to arrive at the hall at 7.45am on your class rostered days.

SPORT

Mount Gravatt High is a member of the South District Sport Association. In 2024, Junior Secondary school sport will be played on a Tuesday afternoon in Terms 1, 2 and 3. The sports played include:

Australian Rules	Football (Soccer)	Rugby League	Tennis
Basketball	Futsal	Softball	Touch Football
Cricket	Netball	Squash	Ultimate Disc
			Volleyball

If you do not play inter-school sport, you may select an elective such as gym, ten pin bowling, mini golf, ice skating, dance fitness, yoga, hiking, swimming or a school-based sport (e.g. basketball, netball, volleyball). Some of these activities incur a cost, so discuss choices with your parent/carer before signing up. During Term 4, a broad range of electives are offered for students to engage in.

Three major inter-house carnivals are held annually – Swimming, Cross Country and Athletics. Emphasis is placed on student participation and building school spirit. A range of novelty events are included to encourage involvement by everyone.

MUSIC

Mount Gravatt High boasts a comprehensive music program, which includes:

- **Instrumental Music**
 - Specialist music teachers visit the school weekly to offer tuition in Brass, Woodwind, Strings, Percussion and Voice. Students have 1 lesson per week during school time. This occurs on a rotating basis so that different lessons are missed each week.
- **Ensembles**
 - Big Band, Stage Band, Symphonic Winds, Concert Band, String Orchestra, Junior String Orchestra, Chamber Strings, and Percussion Ensembles rehearse weekly. If enrolled in Instrumental Music, participation in at least one ensemble is mandatory. 95% attendance is expected. Rehearsals occur either at lunch or before/after school.
- **Vocal Ensembles**
 - Students with an interest in singing are encouraged to join Junior Vocal Ensemble. No audition is required for Junior Vocal Ensemble. For those wishing to further train their voices, vocal lesson groups are formed based on voice type; auditions are held regularly. There are two vocal performance nights held each year.
- **Performance Evenings**
 - Each year the school hosts performance opportunities for students and staff to share their work with friends and family.

OPPORTUNITIES

Activities

Mount Gravatt High provides you with a broad range of activities you can choose to participate in across all four pillars of your school life. These are very popular with students of all year levels. Some of these are listed here:

Student Council	Sewing Club
Work Help	Debating
Robotics	Athlete Development Program
Dance Troupe	Reader's Cup
Level Up Club	Instrumental Music

As well, students can borrow sporting equipment from the HPE staffroom at second break, or read or work quietly in the RIRC.

Leadership

You will be surprised at the leader and team player within you. These skills can be learned. Take the opportunities to demonstrate active citizenship and leadership provided throughout your junior secondary years. You can nominate to be in an Action Project Team or become a member of the Student Council. Later on, you might choose to apply to become a Junior Secondary Leader.

CLASSES AND FORM GROUPS

When you come to high school for Year 7, you will be put into a class called 7A, 7B, 7C, etc. You will stay with this group of students for all your lessons.

Senior Mentors are trained volunteers from Year 11 who will help you become a welcomed and valuable member of the MGH school community. You will also be supported by our Year 8 Junior School Leaders and Year 10 Middle School Leaders.

You will also be allocated to a form group which takes its name from one of the houses – **Attunga** (high place), **Kittani** (big hill), **Manooka** (hill) or **Turrumurra** (high hill). The form group consists of students from every year level so you will get to know some of the older students in the school. You will meet in form groups Friday mornings and every second Monday Morning. Your form teacher will mark the roll and assist you to prepare for the day.

HOW WE START EACH DAY

You will very quickly adopt the procedures around how we commence each day at 8.30am: Please note our assemblies occur every second week so students only have one assembly per week. For example, in one-week students will have Full School Assembly on Monday, and go straight to Period 1 on Tuesday. On the alternative week, students will go to Form Class on Monday and to Junior Secondary Assembly on Tuesday.

Monday **Full School Assembly (or Form Class)**

Conducted by the Principal, DPs and Senior Leaders
Presentations and celebration of whole school successes
Seated in form groups

Tuesday **Junior Secondary Assembly (or straight to Period 1)**

Conducted by the DP for Junior Secondary, HoD JS, JS Deans and JS Leaders
Presentations and celebration of JS successes
Seated in Period One classes

Wednesday Students go straight to Period One
& Thursday

Friday **Form Group meetings**
In designated classrooms

THE SCHOOL READING, INFORMATION AND RESOURCE CENTRE

The Reading, Information and Resource Centre (RIRC) is a very important part of our school and you are welcome to use it as a source of recreation as well as information.

There are a few requirements that you should observe when visiting the RIRC:

1. Leave your bag outside in the racks provided
2. Do not take food or drink into the RIRC
3. Work quietly while reading or doing research
4. Don't disturb others.

The RIRC is open before school and during the lunch breaks. It is the focal point for reading and research at Mount Gravatt State High School. If you need assistance locating developing research questions, resources for assignments or finding a good book to read you can ask Ms Cooper (the Reading and Research Key Teacher) or Ms Money (RIRC Teacher Aide).

The RIRC is also the precinct that houses the Success Team. This group of teachers will work with students to help them attain their best learning outcomes. If you need help with homework, classwork and assignments Work Help will be held in the RIRC at second break.

IT HELP DESK

The IT Help Desk located in E Block is accessible to all students. Whether it be software, hardware or accidental damage, you can see the technicians at the IT Help Desk and they will help solve your problems. Remember to see the IT Help Desk as soon as problems arise with your laptop before they become bigger problems.

HOMEWORK

Teachers give meaningful homework, not busy work, for after school to help you practise and re-visit class work and do tasks on your own. This is to ensure you understand and can master those things. It is the responsibility of students to seek further guidance from your teacher if you have difficulty. You are expected to do set homework. In Year 7, you should spend approximately one hour each week day on homework. At home, set a special place for your study so that you are able to work comfortably and quietly without being disturbed.

To assist with this task, capability will be built to use a range of online platforms to record homework. Students will also learn how to use QLearn where they can access class specific resources and platforms such as Teams and OneNote.

ASSESSMENT

Each semester you will be able to access an Assessment Planner which provides dates when assignments will be due and exams will be held. This enables you to organise your work load. Teachers will provide scaffolding - step by step guidelines - and some time in class to plan and write assignments, but you will be expected to include some preparation time for these assignments within your homework time. Teachers also will provide feedback on drafts of your assignment, so this can be used to improve your final work.

Similarly, teachers provide revision work in the lead up to exams. Use this opportunity to check your understanding.

Due dates printed on the Assessment Planner must be adhered to. See the School's Assessment Policy if any issues arise.

CANTEEN

The canteen is open daily for lunch and morning tea and offers a wide variety of healthy food. We encourage you to order your lunch before school or through Flexischools to avoid delays at break times.

Each year we welcome any new parents who are willing to assist on a roster basis, usually about one day a month. The telephone number for our tuckshop is 3291 5225.

TRAVELLING TO SCHOOL

By Bus

Students are to observe the School Bus Code of Conduct. When boarding or disembarking, you should move promptly and in an orderly manner. Whilst you are a passenger on a school bus, you are expected to obey the driver's instructions and be courteous to other passengers. You must offer your seat to an adult if there are no other seats available to them.

Please remember that when you are wearing our uniform, your actions reflect on every Mount Gravatt High student.

By Car

Cars should not enter the school grounds to pick up or deliver students. You may need to remind your parents / carers of this safety rule.

Cycling to School

If you ride your bike to school you must dismount on entering the grounds and are expected to wear a helmet. Mount Gravatt High has provided secure storage for student bikes. Students requiring access to the secure bike storage will be issued with a fob/dongle device. These devices have a \$20 security deposit.

Please see Accounts Department or office staff for further details including access agreement.

It is deemed unsafe for students to travel to and from school on skateboards, scooters and the like. These items will be confiscated and returned to a parent when they present at the Administration Office.

MOBILE PHONE AND ELECTRONIC DEVICES

School time is to be uninterrupted learning time. To prevent misuse and risk of loss, it is strongly recommended that you hand any mobile phone or electronic device into the office. If you elect to keep the phone on you during the day, keep it out of sight and do not leave it in your bag unattended.

In class time mobile phones and electronic devices may not be used (except at the direction of the teacher as part of the learning program) and must be switched off or turned to a soundless setting and be kept out of sight.

At all other times during school hours, commencing from when you arrive in the school grounds, and including at break times, mobile phones and electronic devices may not be used and must be switched off or turned to a soundless setting and be kept out of sight.

UNIFORM REMINDER

BOYS	GIRLS	SPORT Common to all Students (Only worn to and from school on a Tuesday)
White shirt with MGH pocket	White blouse with red check Red tie with school badge	Red sports shirt
Dark college grey shorts	Charcoal grey skirt/dark college grey skirts	Black MGH sports shorts
Plain white MGH socks available only at the Uniform Shop	Plain white MGH socks available only at the Uniform Shop	Plain white MGH socks available only at the Uniform Shop
Belt (approx. 30mm black leather with plain buckle)		MGH Bucket hat or cap/plain black cap

UNIFORM COMMON TO ALL STUDENTS	
Trousers	Dark college grey (boys wear with a black belt) available only from the Uniform Shop
Jumper	Red poly-cotton, V-necked jumper with black embroidered MGH
Jacket	Red and black taslon, zip up jacket
Blazer	Dark grey with embroidered school badge (compulsory for student leaders)
Track Pants	Plain black taslon
Scarf	Red with embroidered MGH
Formal hat (compulsory)	Grey fabric "Akubra" style hat available only from the Uniform Shop. Must be worn with your formal uniform.
Shoes	Plain black, leather lace-up (see examples on page 14)

For HPE, you are to bring your sports uniform and change before and after the lesson.

Sun safety is a priority. Students are expected to wear the appropriate hat when:



- Moving around between classes and at lunchtimes between areas.
- Whilst on the oval, basketball/netball and volleyball courts.
- Whilst sitting in an area that does not have complete cover from sun exposure.

Students are expected to have their formal hat at school each day. The exception to this is sport days. Students are expected to wear:

- your grey fabric hat when wearing your formal uniform **or**
- your grey bucket hat/cap when wearing your sports uniform.

When you go on any excursion which requires school uniform, this means your school uniform, **NOT YOUR SPORTS UNIFORM**. The exception to this is if you are a sporting competitor.

Other Uniform Requirements

Item	Details	How / when worn
Jewellery	A watch or fitness monitor is acceptable.	Must be plain.
	One plain ring may be worn.	Must be simple and plain. Those below are acceptable styles. 
	Two small plain round silver or gold studs or sleepers in ears are acceptable.	Must be plain, simple and small.  Diamond-look and pearl-look earrings are not acceptable. Students may not wear additional clear plastic earrings.
	No other jewellery (unless worn for medical reasons) is acceptable. Any facial piercing must be clear plastic, not metal.	
Hair	Hair needs to be neat and tidy. Students should think carefully prior to making any radical change to an already acceptable hairstyle.	The P&C has confirmed that the Principal will make the final decision to determine if the hair style is acceptable. Undertaking a neat and tidy hairstyle will ensure compliance with the high standards of dress and appearance in place at Mount Gravatt High School and thereby help to maintain a positive tone in the school community and ensure that our primary focus will be centred on learning.
	Hair styles that would not be considered neat and tidy.	The hair styles not considered to be neat and tidy include, but are not limited to: <ul style="list-style-type: none"> ○ Awkwardly contrasting lengths (e.g. longer hair on top that is not blended with shorter hair on the sides) ○ Shorter hair on top that is not blended with longer hair at the back ○ Long hair that is unkempt and hangs across the face ○ Visible under-cuts (long hair overlaying short hair) ○ Severe styles that include: rat's tail, tracks, zero blade crew cuts etc ○ unnatural hair colours or awkwardly contrasting colours.
	Hair that is long in front (e.g. hair falling over or across the student's eyes), is to be pinned or tied back.	This ensures the hair remains tidy and sits off the student's face. Where the pinned or tied does not keep the hair off their face, students will be expected to place their hair into pony tails.
Facial Hair	Facial hair must be kept neat and tidy at all times.	Beards, moustaches and goatees need to be well groomed and kept closely trimmed.
Make-up, false eyelashes and extensions, nail polish and nail decorations	All make-up products, including false eyelashes and extensions, nail polish and nail decorations are not permitted.	Make-up is only appropriate for students when participating in performance programs such as the Elite Dance Troupe.
Tattoos	Visible tattoos are not permitted.	Students with an existing tattoo must have it covered at school and when wearing school uniform.
Undershirts	Students may not wear a visible undershirt underneath their school uniform.	Students may wear singlets underneath their shirt/blouse but it is to be V-necked so it is not visible. Otherwise, when students need clothing to keep them warm students may wear the jumper or jacket.

SHOES

Formal Shoes should be **plain black**, leather (not suede), lace-up **school style shoes**. They are to be sturdy shoes with a distinct and substantial heel. No mesh or fabric inserts or inlays are allowed. Care and caution is required to avoid disappointment and unnecessary expense.

These are acceptable styles:



Sport Shoes are to be sturdy, plain black leather (not suede), lace-up joggers.

These are acceptable styles:



The following styles are examples of black, leather, lace-up shoes that are NOT school shoes and are NOT permitted. This is not an exhaustive list:



All “skate shoe” style shoes are not acceptable. Skate shoes are those shoes with flat soles.

The need for a sturdy shoe for workplace safety has prompted this clarifying document.

N.B. ALL ITEMS OF CLOTHING MUST BE CLEARLY NAMED

Decisions regarding any of the uniform policy remain with the PRINCIPAL, in consultation with the P&C Executive.

STATIONERY REQUIREMENTS

On your first day at school, you only need to bring a pencil case and a notebook to write in.

General Items <i>Organisation is the key to success – please ensure these items are regularly checked and replenished</i>	<ul style="list-style-type: none"> • 1 x A4 display folder <i>for notes, assessment tasks</i> 		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> A pencil case large enough to hold the following: <ul style="list-style-type: none"> • 4 x blue or black pens • 2 x red pens • 4 x highlighters different colours • 2 x HB pencils • post it flags • protractor and compass </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • colouring pencils • eraser • sharpener • glue stick • scissors • ruler • USB min 16GB (<i>will be used for all subjects</i>) • headphones or ear buds </td> </tr> </table>	A pencil case large enough to hold the following: <ul style="list-style-type: none"> • 4 x blue or black pens • 2 x red pens • 4 x highlighters different colours • 2 x HB pencils • post it flags • protractor and compass 	<ul style="list-style-type: none"> • colouring pencils • eraser • sharpener • glue stick • scissors • ruler • USB min 16GB (<i>will be used for all subjects</i>) • headphones or ear buds
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Additional subject specific items:			
The Arts - Visual	<ul style="list-style-type: none"> • 1 x A4 visual art diary • 2 x HB pencils, 1 x 2B pencil, 1 soft eraser • Computer mouse 		
The Arts - Performing	<ul style="list-style-type: none"> • 1 x 48-page exercise book 		
English	<ul style="list-style-type: none"> • Excel Junior High School Grammar Handbook by Phil Walker • 3 x 64-page A4 exercise books • A4 plastic sleeves <p><i>A dictionary and thesaurus required for home reference</i></p>		
HASS – Humanities & Social Sciences	<ul style="list-style-type: none"> • 2 x 128-page A4 exercise books • Protractor and compass 		
Health & Physical Education	<p>Health and Physical Education has a theory component and students will require a notebook, writing equipment and a laptop. Complete school sports uniform, including sport hat, to be worn for each practical lesson. This uniform is outlined in the school uniform guide. Sick/injured students will need a note from home. Fees for outside venues may be incurred.</p>		
LOTE - Japanese	<ul style="list-style-type: none"> • 1 x 96-page A4 exercise books • 1 x 20-page A4 display folders 		
Mathematics	<ul style="list-style-type: none"> • 2 x 128-page A4 exercise books • Scientific calculator CASIO fx-82AU PLUS 11 (<i>available from the Uniform Shop</i>) 		
Science	<ul style="list-style-type: none"> • 1 x A4 128-page exercise book • 1 x A4 48-page exercise book • 1 x A4 48-page 10mm graph book 		
Technologies - Design	<ul style="list-style-type: none"> • 2 x HB or 2H pencils <p>Safety glasses <u>and</u> blue cotton drill apron (<i>available from the Uniform Shop</i>)</p> <p>SAFE WORKING AND DRESSING HABITS WILL BE ENCOURAGED AT ALL TIMES.</p>		
Technologies - Digital	<ul style="list-style-type: none"> • USB 		

WHAT DO YOU DO WHEN...

1. YOU ARE ABSENT FROM SCHOOL

Your parent can either call the Student Absence Line on 3291 5266, email: absence@mtgravattshs.eq.edu.au or through the QParents app. Alternatively, a note of explanation may be given to office on the day of your return. If you are likely to be absent for three or more days, ask your parents to call the school. Attendance at school is compulsory by law.

2. YOU ARE LATE TO SCHOOL

Report to the office with a note of explanation or alternatively your parent can call 3291 5222 to report you being late.

3. YOU BECOME ILL OR INJURED AT SCHOOL

If you are in class, tell your teacher who will give you a note to take to the office. If you get sick during a break present to the office yourself. Your parents will be contacted and asked to collect you. Your safety and wellbeing is important and if you become ill or injured, needs to be managed efficiently and without confusion.

You **must not contact parents/carers via a mobile phone** - this call will be made by the office staff. This ensures one line of communication with parents/carers and/or emergency services if required.

Sick Bay

It is the policy of Mount Gravatt High School that if students are too ill/injured to remain in class they are to be sent home into the care of their parents/carers.

Students who present to the school office staff ill or injured:

- Will be assessed by first-aid trained staff
- If admitted to the school's sick bay, entry time will be recorded
- Parent/Carer will be contacted for collection
- If assessed as an emergent or serious illness or injury, an ambulance/paramedic will be called to attend.

For Parents/Carers

It is an expectation that when parents/carers receive a telephone call from the school requesting that they collect their child, this is a priority, and arrangements must be made for the child to be collected from school immediately or permission given for them to make their own way home.

4. YOU HAVE TO TAKE SOME FORM OF MEDICINE AT SCHOOL

Take the medication for each day to the office. Make sure that it is clearly marked with your name and details of the prescribed dose. The DETE Auditor requests that a letter from your doctor to give approval for you to take the medicine while at school be supplied to the school administration. Your parents will also need to fill out and sign the "Request to Administer Medication at School" form available at the school administration office.

5. YOU NEED TO LEAVE SCHOOL EARLY

If you need to leave school before 2:40pm, please bring a note of explanation signed by your parent to be endorsed by a Deputy Principal before school. Your parents will receive a SMS which they will need to reply to before you will be issued with a leave pass showing details of the leave time. This pass must be shown to your class teacher and then carried with you when you leave the school grounds. Due to personal safety, teachers cannot allow you to leave class without an approved leave pass.

6. YOU HAVE AN APPOINTMENT WITH A GUIDANCE OFFICER

You will need to show the teacher, of the class you are in your accepted appointment email/or slip, to be granted permission to leave. When you have finished your guidance appointment you will be issued with a return to class pass.

7. YOU HAVE TROUBLE WITH YOUR WORK/HOMEWORK

Firstly, ask your teacher for help in class as soon as you have trouble. Then, if necessary, go to your teacher in the staffroom before school, after school, or during the lunch hour and ask them to help you. If you are unable to see your teacher, you should email them your query. In the case of homework, email them or go to see your teacher before school on the next morning for help.

Work Help is available in the RIRC every lunch time. The Junior Secondary Team also provide support for students through a once-a-week Level Up Club where students receive targeted support in organisation, access to resources and homework/study help.

8. YOU CHANGE YOUR ADDRESS OR FAMILY CIRCUMSTANCES

Ask a member of the office staff for a Change of Personal Details form. The school needs written up-to-date information in case we have to contact your parents quickly.

9. YOUR PARENTS WOULD LIKE TO DISCUSS SOMETHING WITH A MEMBER OF THE STAFF

Contact the Head of Department for Junior School who will arrange a time that is convenient.

10. YOU LOSE OR FIND PROPERTY

Report your loss or find to the staff in the lower Administration Building.

11. YOU HAVE MONEY OR VALUABLES AT SCHOOL

If possible, do not bring extra money or valuables to school. If it is essential, leave it with the staff in the lower Administration Building for safe keeping.

12. YOU INTEND TO LEAVE OUR SCHOOL PERMANENTLY

Ask at the office for a Clearance Form. You will need to return all your resources including your laptop, case and charger and pay any outstanding fees. You will need to return the signed clearance form to the office staff in the lower Administration Building.

THE LAST WORD

The Mount Gravatt High Community welcomes you.

Our school motto is *Digma Petimus – Let us seek worthy things.*

We value respect:

Respect for the school

Respect for others

Respect for yourself.

Arrive in 2023 ready to learn.

Kind regards,
The Junior Secondary Team



MT GRAVATT STATE HIGH SCHOOL





MOUNT GRAVATT
HIGH SCHOOL

